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Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Miscellaneous** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Statement of Social Security Number**, click **Next**.

Select the **Party**. If not listed, click **Add/Create New Party**

**Note:** If it is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

Click **Next**.

Associate the pdf file of the **Statement of Social Security Number**.

Click **Next**.

Edit the docket text if necessary.

Click **Next**.

**Review final docket text.**

Click **Next**.

**Note: The Statement of Social Security Number (Form 21) must be docketed as a separate docket entry.**

If using Bankruptcy Preparation Software, **do not include** this document as part of the voluntary petition package in Case Upload.

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**Source URL (modified on 11/19/2014 - 11:06am):**

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